



Community Development Department

MEMORANDUM

TO: Board of Zoning Appeals

FROM: Michelle Leininger, AICP, Planning Manager

DATE: February 4, 2014

SUBJECT: January Meeting Consent Agenda Approval

Staff discovered during review of the January 7, 2014 meeting audio that the BZA did not follow correct procedure in its approval of the consent agenda.

At the meeting the BZA removed both items from the consent agenda. Changes were proposed to the November 5, 2013 meeting minutes. Chairman Willnauer made the motion to approve the minutes with changes; however, no second to the motion was provided before the vote was taken. A similar motion and vote with no second to the motion occurred with the revised 2014 meeting schedule. Without a second to a motion, the vote is then void. Every action needs to have a motion, a second to the motion and a majority vote to approve. Since this did not occur with the December minutes and revised meeting schedule, staff is requesting new action be taken on the two items.